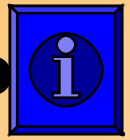
Northeast Region

Learn to Classify Jobs

EXIT

Learn To Classify Jobs

This Tutorial is Formated so that each Slide presents a Concise Snapshot of a Topic. Specific Indepth Information is Available by Clicking on the Blue Icon  found thoughout the presentation

You may use the PgUp and PgDn buttons on your keyboard or the mouse pointing to the buttons to navigate.

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Classification Topics

- Purpose of Position Descriptions
- Write a Position Description
- Performs Other Duties as Assigned
- Evaluate a PD
- Grading a Secretary Position
- Blue / White-Collar Supervisors

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Classification Topics

- Jobs With Mixed Skills
- Avoid Misassigning Employees
- Hazard/Environmental Differentials
- Review Factor IV Fact Sheet
- Position Reviews/Interviews
- Initiate a Classification Appeal

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What is a PD?

- **FIRST: It is a "Pay Voucher"**
  - **From duties we determine**

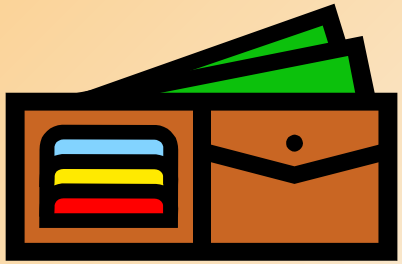
  > Pay Plan (GS,WG,WS, etc)

  > Title

  > Occupational Code

  > Grade

  These in turn set the salary range to be paid.



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What is a PD?

- **SECOND: It is a Recruitment Tool:**

Determines Work Qualifications

dentifies Skills, Knowledge, Aptitudes, Personal Characteristics for Job
Vital to employee placement during Reduction-in-Force (RIF)

What is a PD?

- **THIRD: It Measures Job Performance:**
  - **> PD Determines Critical Performance Elements**
  - **> Supervisor Uses Performance Elements + Standards to Evaluate**
  - **> Impacts Awards, Performance Based Actions**

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What is a PD?

- **FOURTH: It Identifies Training Needs**

  > Helps Assure Employee Receives Requisite Training

  > Guides Preparation of Employee Development Plans

  > Use With Training Needs Surveys

What is a PD?

- **Final: It Assists with Supervisory Communication**

  > Educates Employee re Major Duties/ Tasks

  > Links Associated Documents (Performance Plan & Training Development Plan)

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PD Accuracy Vital

- **Duties are the Basis of Employee Pay**
- **If Pay is to be Accurate, PDs must be Accurate, Complete & Up To Date**
- **Inaccurate PDs also Adversely Impact**
  - **Vacancy Announcements**
  - **RIF Placements**

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How Often Should PD Be Reviewed?

- **<u>Annual Review</u> is Army requirement (during performance evaluation)**

  > Major changes are to be reported at any time

  > Contact CPAC Advisors to discuss temporary and/or permanent changes impacting position duties

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Approving New PDs

- **DA 374 No Longer Needed (eliminates need for signatures)**
- **PERSACTION Requester Approves PD Accuracy**
- **PERSACTION Approver Authorizes Classification Decision**
  - **Must Have Delegated Classification (DCA)**
- **If No DCA, CPOC Classifier Authenticates the Classification of the PD**

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How To Write a PD

- **Two Modern Methods:**

  1. COREDOC

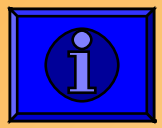
  > Part of Functional Process Improvement (FPI) Suite

  > Menu Driven with “Pick List”

  Duty Statements & Factor Levels

  > Accepted by Personnel as Properly Classified

  > Transmit as PERSACTION Attachment



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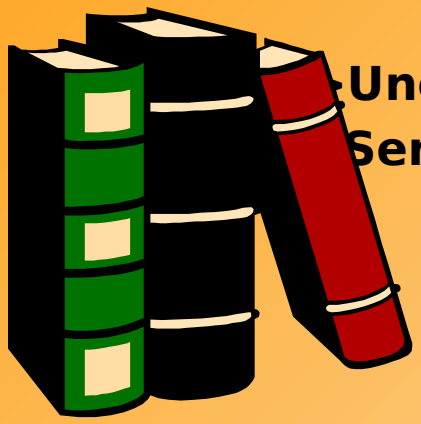
How To Write a PD

- **Two Modern Methods (Cont):**

  2. PD Library

  >Contains Hundreds of Army PDs



>Unedited PDs Require No Further Classification Action

Send as Attachment to PERSACTION

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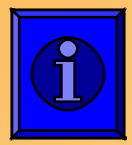
How To Write a PD

- **Two Modern Methods (Cont):**
  2. PD Library (Cont)
  > Benefit = Huge Time Saver

  > Click Here to Look at PD Library on Civilian Personnel OnLine (CPOL)



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How To Write a PD

- **Look for Similar PD in FASCLASS**
  - **Contains Many PDs in the Region**
  - **Growing in Number**
  - **Copy, Paste, Portions of Interest into Word Document**
    - **Attach to PERSACTION and Send**

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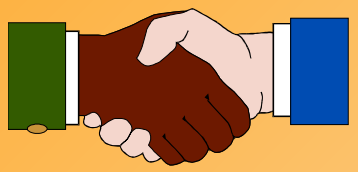
FASCLASS

How To Write a PD

> **Not Hooked Up? = No Connectivity?**
> **Just Don't Get It?**

Then Go To

Your Servicing Personnel Advisor (CPAC) For Professional, Timesaving Advice



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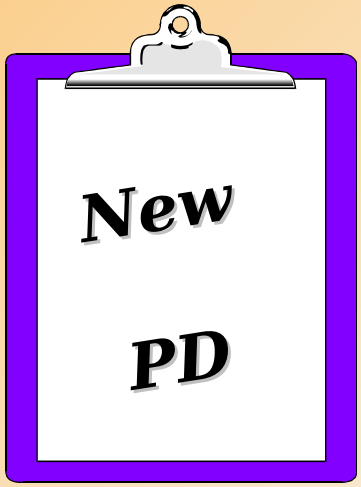
How To Write a PD

- **If You Have To Write a New PD:**

1. **Be Factual**
2. **Strive for Balance**
3. **Keep it Simple**
4. **Utilize Action Verbs**
5. **Define Acronyms**
6. **Generalize to prolong Applicability**



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Other Duties as Assigned

- **Army Requirement: ALL PDs must end with statement,**
  "Performs other duties as assigned."

- **Establishes Principle that Assignment of Duties is NOT limited to Content of PD**
  "Other Duties" considered Temporary & Incidental and are to be Reasonably Related to PD

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Evaluating PDs

- **Who Evaluates?**

> Line Supervisor *with* Delegated Position Classification Authority (DCA)

> CPOC Classifier if Supervisor Doesn't Have DCA

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Evaluating PDs

- **General Process:**
  1. **Decide if Job is GS or WG**
  2. **Determine if Job is Supervisory, Non-supervisory or Leader**
  3. **Determine Occupational Group (Job Family)**
  4. **Assign Specific Occupational Series**
  5. **Compare Duties to Grading Criteria & Assign Grade Level**
  6. **Title the Job**

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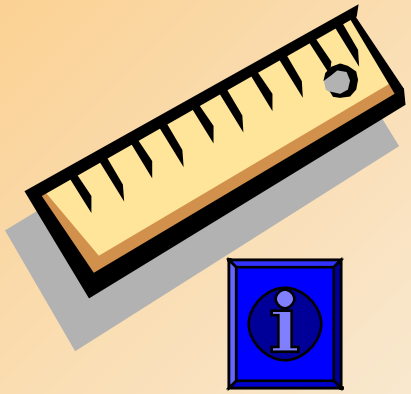
Evaluating PDs

- **Position Classification and Job Grading Standards have different formats:**
  - * **FES Standards**
  - * **Narrative Standards**
  - * **Federal Wage System**
  - * **Supervisory Positions**
  - * **Leader Positions**
- **Format of PD Must Match Format of Standard**



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Grading Secretarial Jobs

- **What is a Secretary? OPM says:**

Position established to assist one person, and sometimes subordinate staff, by performing general office work; and the position MUST be the principal support position in the office, operating independently of any other such position.

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Grading Secretarial Jobs

- **Three General Concepts:**

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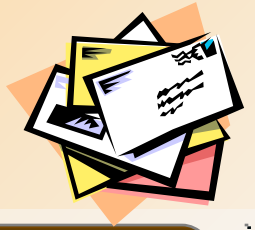
1. Grades Depend on More Than Performance of Certain Tasks. i.e., all secretarial levels "handle the mail" *but* a GS-3 gets the mail and gives to addressee, while a GS-7 opens the mail, screens it, distributes according to priorities, takes independent action, etc



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Grading Secretarial Jobs

- **Three General Concepts (Cont):**
  2. Grades Depend on a Combination of Factors such as
  > Working Relationship
  > Delegation of Authority
  > Ability to Develop Substantive Knowledges
  > Experience/Knowledge
  > Availability of Work to be Performed

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Grading Secretarial Jobs

- **Three General Concepts (Cont):**

  3. What the Secretary Knows and How Knowledges are Applied are *Most* Critical

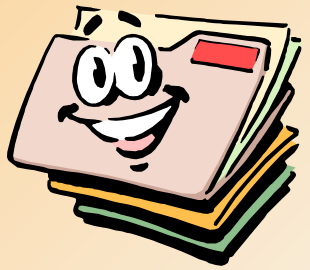
  > Understanding of Mission

  > Supervisors Priorities

  > Policies and Commitments

  > Office Management

  > How & Why Things are Done



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Grading Secretarial Jobs

- **Organizational Environment also Influences the Grade…**

Size
Scope
Complexity = Complexity of
Program Authority Secretarial Job
Organizational
Influence

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Grading Secretarial Jobs

- **Organizational Environment Falls into Three Work Situations (WS)…**

  For Detailed Characteristics of Work Situations A, B & C

  Click Here

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Grading Secretarial Jobs

- **Grading Ground Rules**

  > Use OPM Position Classification Secretarial Standard; no job-to-job comparisons

  > Use Factor Evaluation Format

  Click Here for 9 Factors and How to Proceed

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Classifying Supervisory Jobs

- **White Collar Supervisors (GS)**

> Graded using General Schedule Supervisory Guide (GSSG)

> Six Factors Determine Grades; Each
s Varying levels of Difficulty

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Classifying Supervisory Jobs

- **White Collar Supervisors (GS) (cont'd)**

Six Grade Determinant Factors:

1. **Program Scope and Effect**
2. **Organizational Setting**
3. **Supervisory & Managerial Authority**
4. **Nature & Purpose of Contacts**
5. **Difficulty of Typical Work Directed**
6. **Other Conditions** Click Here for Info

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Classifying Supervisory Jobs

- **Blue Collar Supervisors (WS)**

> Graded by Job Grading Standard for Federal Wage System Supervisors with 3 Factors:

1. **Nature of Responsibilities**
2. **Level of Work Supervised**
3. **Work Operations Supervised**

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Classifying a Mixed Job

- **What is a “Mixed Job”?**

  Jobs that are a mix of occupations and/or Grade Levels… And Even a Mix of Blue and White Collar Work!

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Classifying a Mixed Job

- **Understanding "Mixed Occupations" Jobs:**

> Duties Cross Occupational Lines

> Skills, Knowledges & Abilities in More Than One Field Required

> Must Select Single Occupational Series for Classification…. How?

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Classifying a Mixed Job

- **Understanding "Mixed Grade" Jobs:**

> Federal Wage System Jobs - Grade to Highest Grade Level of Work Performed if regular and recurring

> General Schedule Jobs - Grade to Highest Grade Level of Work Performed if 25% Requirement is met or to any Grade Level when 3 Conditions are met

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Click here for 3 conditions

Misassignments

- **What are they?**

  > When an Employee Performs Major Duties not Described in the PD for Longer than 30 Days

  > When Major Duties Described in PD are not performed

  > When Major Duties Described in PD are Overstated or Exaggerated

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Misassignments

- **What to Do?**

  > Review PD Periodically for Accuracy

  > Detect Inaccuracies & Devise Corrective Action in a timely manner

  > Consult Personnel Advisor

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Hazardous Duty Pay (HDP)

- HDP Applies to GS Employees Only
- Duty Must be in OPM Authorized Category
- Duty Must be Management Assigned/Authorized
- Differential not Authorized if Duty Considered in Classification of Job
- Differential is generally 25% of Basic Pay

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Environmental Differential Pay (EDP)

- **EDP Applies to Wage Grade Only**
- **Paid if Listed as OPM Authorized & Employee Exposed to stated working condition**
- **Some Pay is Automatic…Some Only When Certain Conditions Met**
- **Rate is 4% or 8% of WG-10, Step 2**

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Review Factor IV Fact Sheet

- **What is Factor IV Fact Sheet?**

  A Qualifications Brief that Aids in the Assessment of an Employee's Scientific Credentials and Contributions.
- **Factor IV Fact Sheets are often reviewed and Rated by a Subject-Matter Expert Panel**
- **Click Here for Detailed Factor IV Guidance**

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Classification Interview

- **Why Conduct A Classification Interview?**

  An Interview with the Employee Performing the Job Provides Detailed Info on How Tasks are Carried Out, Steps Involved and Supervision Required.

- **How Is the Interview Conducted?**

  > In Person at Work Site or

  > Telephonically / through e-mail

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Classification Interview

- **Preparing Employee for an Interview**

> Typical Questions

> Helpful Hints

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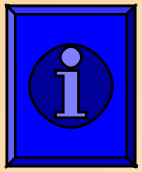
Classification Appeal Rights

- **What is it?**
  > A Written Request for Formal Review of the PD of record by Competent DOD or OPM Classifiers.

- **What Happens?**
  > Determination of Title, Occupational Series, Grade and/or Pay Plan



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Classification Appeal Rights

- **When?**
  > Appeals Can be Initiated at Anytime

- **Who Makes Appeals?**
  > GS Employees Can Appeal with DOD or Directly to OPM
  > FWS Employees Must Appeal First within DOD

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